2003-2004 Desk Reference for

Pell

U.S. Department of Education

FEDERAL
STUDENT AID

Table of Contents

Preface

About this Desk Reference

The *2003-2004 Pell Desk Reference* provides step-by-step instructions for using the EDExpress Pell module to perform Pell processing activities.

It will help you to:

- Manage your Pell data
  - Create Pell Origination and Disbursement records
  - Generate reports and query your database
- Exchange data with the new Common Origination and Disbursement (COD) system
  - Import and export Pell data using new message classes and functionality
- Understand End-of-Entry edits used by EDExpress to validate your data
- Become familiar with changes made to EDExpress for the 2003-2004 processing cycle

EDExpress Pell Features

The Pell module of EDExpress is used to report student data, make disbursements, and track awards with COD.

The Pell module enables you to:

- Create student Pell records electronically from:
  - ISIRs only,
  - ISIRs with Packaging data,
  - Imported data from a school's external mainframe or Third Party system, or
  - Manually entered data for a student.
- Manage Pell Origination and Disbursement records for eligible students.
- Exchange Pell Origination and Disbursement data records with COD.
- Reconcile Pell records to funding levels with the U.S. Department of Education.

Changes to EDExpress for the COD System

EDExpress Version 9.1 was updated to accommodate the change from the Direct Loan operations and Pell/RFMS systems to the COD system.

- EDExpress still contains separate modules for processing Direct Loan and Pell for the program year 2003-2004.
- The Pell module continues to have separate Pell Grant and Disburse tabs.

To review the changes that have been made to EDExpress Version 9.1, please review the Cover letter posted with Version 9.1 at **FSAdownload.ed.gov** or click **Help, What's New for 2003-2004, What's New in Pell** from the main menu bar in the software.

Getting Started

What is COD?

The COD System was implemented in April 2002 by the Office of Federal Student Aid (FSA). FSA has re-engineered the former process of delivering and reporting Federal Pell Grants and Direct Loans from two processes into one Common Origination and Disbursement process.

COD provides an integrated system that enables efficient delivery of Title IV Funds, including:

- One process and record for submitting Origination and Disbursement data for the Federal Pell and Direct Loan programs,
- Streamlined edits across programs to reduce turnaround time for exception processing,
- Expanded online capability to make corrections/changes, process “emergency” requests, and check transmission status, and
- XML data tags that are common across programs and are approaching a cross-industry standard for data definitions.

EDExpress has been updated for the 2003-2004 cycle to export the COD Common Record, which contains all Pell Origination and Disbursement student data, and import the COD Response Record, which contains all processed and exception data, in XML format. Users will also have the option of including both Pell and Direct Loan data in one COD export file.

For more detailed information on the COD system, please consult the *2003-2004 COD Technical Reference*, available for download from **FSAdownload.ed.gov**.

How Do I Register to Become a COD Full Participant?

All EDExpress schools must sign up with COD as Full Participants for the 2003-2004 award year. This must be done PRIOR to transmitting your 2003-2004 Pell records.

- Full COD Participants will send COD all Pell Origination and Disbursement data in the XML format.
- Phase-In COD Participants will continue to send records using the legacy record format.
- **If 2003-2004 Pell Origination and Disbursement data is submitted via EDExpress Version 9.1 to COD prior to completing this registration process, COD will reject the records.**

Schools can complete the Full Participant registration process by sending a signed letter to COD on school letter head with all the information COD has requested in the Electronic Announcement posted on Feb 26, 2003 on ifap.ed.gov. On the IFAP Web site, click on Letters & Bulletins | Electronic Announcements | 2003 or By Recent Announcements | Posted Feb 26, 2003.

You can also get this information by contacting the COD School Relations Center at the following phone number or e-mail address:

- 1-800/474-7268 for Pell Grant assistance
- **CODSupport@afsa.com**

Entity Ids

Once you become a full COD participant, you will be provided with **three** Entity IDs in your "Welcome to COD" letter. You will need to enter these additional IDs in the following fields within the EDExpress software:

Source Entity ID

- In EDExpress, you will use the Entity ID in the **Source Entity ID** field in the System Setup function.

Reporting Entity ID

- In EDExpress, you will use the **Reporting Entity ID** in the Pell School Setup function. The new field can be found directly below the Reporting Campus Code on the School Setup screen.

Attended Entity ID

- In EDExpress, you will use the **Attended Entity ID** fields in the Pell School Setup function. The new field can be found directly below the Attending Campus Code on the School Setup screen.

  Note: It is entirely possible that all three Entity IDs will be identical at your school.

Entity IDs must be defined correctly in EDExpress to ensure COD system recognition and processing of your Pell data.

For additional information on Entity IDs, please refer to the *2003-2004 COD Technical Reference*, located at **FSAdownload.ed.gov**.

For additional assistance setting up your Pell School Setup within EDExpress, see the "Pell School Setup" section in this desk reference.

COD School Relations and the COD Web Site

Contact **COD School Relations** to:

- Verify your Reporting and Attended School Relationships are established accurately with COD. This will:
  - Prevent initial processing problems for schools with multiple campuses and
  - Ensure that all relationships between campuses are reported to COD properly.
- Set the option to correct or reject Common Record Edits.
  - This option cannot be updated on the COD Web site.

Access the **COD Web site** to:

- Establish School Processing options:
  - You can select either a Standard or Full Response. EDExpress will accept either option; if you do not make a selection, this option will default to a Standard Response. See the "Importing COD Common Record Receipt/Response" section in this desk reference for more information.
- Verify the Funding Method you set in EDExpress matches what COD has on its system. If this option's setting in your software does not match with COD, your records may be rejected.

EDExpress and COD

Users of 2003-2004 EDExpress have greater flexibility, as COD Full Participants, in creating and exporting Pell data records for processing. COD's XML Common Record allows you to send one export record with all the information necessary to award and disburse a student's Pell Grant.

Before using the Pell module of EDExpress to send 2003-2004 Pell Grant records to COD, be sure you understand the new terminology associated with COD:

- Pell Origination and Disbursement data can be sent to COD separately or together in one **Document** (formerly referred to as a "batch").
- A new data element on the Origination tab, the **Disbursement Profile Code**, efficiently creates the corresponding Disburse screen and populates the disbursement dates and amounts.
- The **Disbursement Release Indicator (DRI) checkbox** on each individual disbursement alerts COD that the disbursement is eligible for funding.
- Each individual Pell Disbursement Number reported to COD will also have a **Sequence Number**. Each adjustment you make to a Pell Disbursement Number previously accepted by COD with the DRI set to "True" will increase the Sequence Number by one.
- Disbursement records sent to COD with the DRI unchecked (or set to "False") are considered **Edit Only** records. Full Participants can create and submit Edit Only records at any time.
- The DRI cannot be checked and submitted to COD more than 30/7/0 days in advance of the actual Disbursement Date. This DRI edit is tied to your school's **Funding Method**, as defined your Pell School Setup.

  Note: Funding Method was formerly known as the Institutional Disbursement Option in the Pell School Setup.

You can continue to use the Pell module of EDExpress as you have in the past. You will be able to create Origination records, send them to COD, receive a Response (or "acknowledgement") file from COD, then send the Disbursement records to COD. Pell records are still created by entering and saving data on the Pell Origination tab and the Pell Disburse tab and setting them to "R" (Ready to Export).

More information can be found in Volume V of the *2003-2004 COD Technical Reference*, available at **FSAdownload.ed.gov**, and by enrolling in FSA's training classes.

How Will COD Affect My Current Pell Award Business Process?

It may not!

However, consider the following questions regarding processing with COD and you may find that COD creates efficiencies in your current financial aid business practices:

- What is my school's Funding Method? How many days prior to the Pell Disbursement Date can I set the DRI to "True" and send one single record to process a student's Pell award for the payment period?
- Do I want to send one single record to process a student's Pell award or continue to send Origination and Disbursement information separately?
- An "Edit Only" record could be different from the "Origination" record I sent in the past. Do I need to adjust my business processes?
- Can I become more efficient by using the new Common Record flexibility?
- Should I change our business processes due to the new Common Record flexibility? If yes, than what should I change?
- Do I want to export Pell and Direct Loan records to COD together in the same document?

Addressing these questions at your school prior to commencing your 2003-2004 Pell processing routines may help clarify the relationship between EDExpress, COD, and your in-house system(s).

How to Download the Software and Documentation

EDExpress for Windows is distributed via the Internet. You can download the software and the related user documentation from the FSAdownload Web site located at **FSAdownload.ed.gov**.

Instructions for downloading EDExpress for Windows are located in the "Downloading Software/Paper Documentation" chapter of the *EDExpress for Windows 2003–2004 Installation Guide*.

Instructions for installing the software can also be found in the EDExpress for Windows 2003–2004 Installation Guide. If you are unable to access this document, or you need assistance with the installation process, please contact CPS/WAN Technical Support at 800/330-5947 or via e-mail at cpswan@ncs.com for assistance.

Important Notes

- Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.
- EDExpress works in tandem with EDconnect, the telecommunications software which enables you to send and receive federal student aid information electronically over the Student Aid Internet Gateway (SAIG) from the Title IV processing systems. This software and its related documentation can also be downloaded from the FSAdownload Web site located at **FSAdownload.ed.gov**.

Setting Up EDExpress

Global Setup

Before entering student data into the Pell module, set up your system's Global and Pell processing specifications.

Defining Security for Groups

Before assigning Security user IDs and passwords, create templates (known as Security Groups) to restrict access to certain EDExpress functions.

To define security for groups:

1. From the menu bar, select **Tools, Setup** and click the **Global** tab.
2. Click the **Security Groups** button.
3. Click **Add**.
4. In the **Group** field, type the name you are assigning to the group.
5. Click the **Pell** tab to establish access for this Security Group.
6. Mark the **Access** checkboxes in the table of functions to either enable or disable functions. For example, if you do not want users in a group to have access to set-up options, click the **Global** tab and scroll down in the table until you reach the **Setup** checkbox. If the checkbox is checked, mark it to uncheck the function. Otherwise, leave the checkbox blank to disable this function. Click **Save**.

7. Click the **Add** button to create more groups, or click **OK** to exit the dialog box.
8. Assign each user ID to a specific Security Group to designate the functions that will be available to individual users.

Important Notes

- If you want to create a group with read-only access to all tabs, select the **Browse Only (Tabs)?** checkbox in the **Security Groups** box.
- You can create Security Groups that have limited access, such as multiple entry only. To do this, select the **Multiple Entry** checkbox in the **Security Groups** box.
- **New for 2003-2004!** We have added two new items under Pell Security Groups labeled "Setup Disbursement" for the new Disbursement Profile Code setup and "Setup System" for the new Pell System setup option.

Defining Security for Users

In the **User Security** dialog box, first establish a password and then assign a Security Group for each user ID.

To define security for users:

1. Select **Tools, Setup** and click the **Global** tab.
2. Click the **Security Users** button.
3. Type a user ID.
4. Click the down arrow next to the **Group Name** field and click on one of the group IDs in the table.
5. (Optional) Mark the **Export to EDconnect?** checkbox.
6. Type a password.
7. Type the password again in the **Verify Password** field.
8. Click **Save** to add the user to the database.
9. Click **Add** to create more user IDs and passwords, or click **OK** to exit the **Security User** box.

Establishing An Assumed School

You must establish an assumed school before you can create any student records. The assumed school data appear by default on new EDExpress records. You can change the default information in individual records.

To establish an assumed school:

1. Select **Tools, Setup,** and click the **Global** tab.

2. Click the **School** button.

3. Click **Retrieve**.

   Note: When the school table is displayed, click the right mouse button on any column heading for additional search capabilities.

4. Click on your school's name and click **OK**.

5. If the school code that now appears in the **School Code** field is the one that you want to appear by default on all new EDExpress records, select the **Assumed School** checkbox and click **Save**.

6. Click **OK**.

Important Note

You can also set your Assumed School by going to: **Tools, Setup, App Express, System**.

Pell System Setup

To set up your Pell System:

1. Select **Tools, Setup,** and click the **Pell** tab.
2. Click the **System** button.
3. Enter your **Source Entity ID**.
4. If appropriate, mark the **Third Party Servicer?** checkbox.
5. Click **OK**.

Important Notes

- **New for 2003-2004!** You must establish your Pell System setup before creating any Pell student records.
- **New for 2003-2004!** The Source Entity ID is a new field that must be populated during setup.
- **New for 2003-2004!** The Third Party Servicer? checkbox is a new field that must be populated if you are a third party servicer using EDExpress to submit 2003-2004 Pell data. This data is used to populate an XML element that is only required for third party servicers in the COD Common Record layout.

Pell School Setup

Setting Up a Reporting Campus

To set up a Reporting Campus:

1. Select **Tools, Setup** and click the **Pell** tab.

2. Click the **School** button.

3. If you are setting up your Reporting Campus for the first time, the **Add New School** dialog box will appear. If you are not setting up for the first time, click **Add** and choose **Reporting** as your Campus type.

4. Click **OK**.

5. Fill in the Reporting Campus Pell ID.

6. Complete the fields with default information that will appear in new Origination records.

7. (Optional) If you want the Reporting and Attended Campus combination to appear by default on new Origination records, select the **Default School** checkbox.

8. Click **Save**.

9. Click **OK** to close the **School Setup** box, click **Add** to create another Reporting Campus record, or click **Retrieve** to change an already established Reporting Campus record.

Important Notes

- **New for 2003-2004! Reporting Campus Entity ID** and **Attended Campus Entity ID** are two new fields that must be saved in your Pell School Setup. The "Welcome to COD" letter you received after registering as a Full Participant includes the Entity ID(s) that should be used in these fields.

- Any field highlighted in yellow is a required field for the Pell School Setup. You must enter valid data in these fields before you can save the record.

Setting Up an Attended Campus for a Reporting Campus

To set up an Attended Campus for a Reporting Campus:

1. Select **Tools, Setup** and click on the **Pell** tab.
2. Click on the **School** button.
3. Click **Add**. The **Add New School** dialog box appears.
4. Select **Attended** as the Campus type.
5. Click the **ellipsis (...)** button to select a Reporting Campus Pell ID.
6. Click **OK** twice.
7. Fill in the Attended Campus Pell ID.
8. Complete the fields with default information that will appear in student records belonging to this Attended Campus. You can change these default values on individual student records.
9. Click **Save**.
10. Click **OK** to close the **School Setup** box, click **Add** to create another Attended Campus record for this Reporting Campus, or click **Retrieve** to change an already established Reporting Campus record.

Important Notes

- Default information entered in an Attended Campus setup screen appears in all new Origination records for that Attended Campus. The default information can be changed in individual Origination records.
- If you are creating a large number of records with information different than that in your defaults, consider changing fields on the School Setup screen prior to importing and creating Origination records.

Pell Disbursement Profile Codes Setup

New for 2003-2004! You can create Pell Disbursement Profile Codes to help you more easily create Edit Only disbursement records on the Disburse tab. Each Disbursement Profile Code can include up to 20 specific Disbursement Dates that are used to populate Disbursement Dates on the Disburse tab.

- The Pell Award Amount for Entire School Year must be present on a student's Origination record prior to assigning a Disbursement Profile Code. The Award Amount for Entire School Year is used to calculate the Submitted Amount for each Disbursement added to the Disburse tab.

If you enter a Disbursement Profile Code on the student's Origination tab, save the record, and answer "Yes" to "Select Ready to Send to Pell Processor", Edit Only Disbursements (DRI set to "False," or unchecked) will automatically be created on the student's Disburse tab. The Award Amount for Entire School Year will be divided evenly among the Disbursement Dates defined in the Disbursement Profile Code.

Disbursement Profile Codes can also be added to Pell Origination records via:

- ISIR Import (if Packaging data is included),
- Process | Calculate Award Amount for Entire School Year (if Packaging data is not included),
- Multiple Entry (after an award amount has been calculated),
- External Import – Origination Add, or
- External Import – Origination Change.

To define a Pell Disbursement Profile Code:

1. Select **Tools, Setup,** and click the **Pell** tab.
2. Click the **Disbursement** button.
3. Enter a **Disbursement Profile Code** (a two character, alpha-numeric field).
4. Enter an appropriate description of the code in the **Description** field.
5. Enter Disbursement dates in **MMDDCCYY** format in the **Disbursement Dates:** grid. You may enter as many as 20 Disbursement dates in this setup.

6. Click **Save**.

7. Click **OK** to close the **Disbursement Setup** box, click **Add** to create another Disbursement Profile Code, or click **Retrieve** to change an already established Disbursement Profile Code.

Important Notes

- **New for 2003-2004!** Setting up the Pell Disbursement Profiles is not required, but will save you time and aid you in the creation of your Edit Only Disbursements.

- **New for 2003-2004!** You cannot delete a Disbursement Profile Code from setup once records have been attached to it, but you can change profile information on the individual record.

- **New for 2003-2004!** If you want to tell COD that a Pell Disbursement is eligible for funding, and you are within the 30/7/0 day limit dictated by your school's Funding Method, you will need to mark the DRI checkbox to set the DRI to "True." This action can be done manually, via multiple entry or using the external change process. See the "Disbursement Release Indicator (DRI)" section in this desk reference for additional information on this process.

Common Origination and Disbursement Records

Creating Pell Origination Records

The following methods can be used to create Pell Origination records:

- Manually enter data from a printed document, such as a SAR,
- Import ISIR data from the Application Processing module of EDExpress only,
- Import ISIR data from the Application Processing module and include Packaging module data,
- Import external data from your institutional system, or
- Use Multiple Entry (applicable only after one of the above options creates a "shell" Origination record).

Important Notes

- **New for 2003-2004!** Your school can choose to create Edit Only Disbursement records (with the DRI set to "False," or unchecked) at the same you create Origination records depending on the process you follow.
- Review the options available for creating Origination records carefully and choose the most efficient method for your school's business processes.

Creating an Origination Record Manually

To create an Origination record manually:

1. If a demographic record does not exist for the student, select **File**, **New.** Enter the student's Social Security Number as it appears on the paper SAR, then click **OK**. Proceed to step #3.

2. If a demographic record does exist for the student, select **File, Open**. Enter the student's Social Security Number in either the **Original SSN** or **Current SSN** field. You may also click the **ellipsis (...)** button next to either field, locate the student's Social Security Number in the grid, and click **OK** twice.

3. On the Demo tab, enter the student's demographic data if no demographic data already exists. Only "yellow" fields are required to save the Demo tab, but, you should ensure the Current SSN, Last Name and/or First Name, and Date of Birth are populated correctly, as they are required to save the Pell Origination record.

4. Select **File, Save**. You have now created a demographic record for your student.

5. Click the **Pell Grant** tab (found at the bottom of the screen).

6. Select **Record, Add** or the "+" button on the menu bar and enter the original ISIR name code. Click the **ellipsis (…)** buttons to add both a Reporting Campus ID and an Attended Campus ID. Click **OK**.

7. Enter the Origination data. All fields highlighted in yellow are required.

8. Select **File, Save** and then click the **Yes** button if ready to send. If all end-of-entry edits are passed, the record will be set to **Ready**. You have now created a Pell Origination record.

9. Select **File, Close**.

Important Notes

- **New for 2003-2004!** You can enter the Original or Current SSN to open a student's EDExpress record.

- **New for 2003-2004!** The Verification Status Code has been updated to include **S** (Selected not Verified) as a valid value.

Importing ISIRs from the Application Processing Module

To create Origination records by importing ISIRs from the Application Processing module:

1. Select **File, Import**.

2. Click the **Pell** tab.

3. Click the down arrow in the **Import Type** field and select **Origination Data—ISIRs**.

4. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, and then click **OK**. The filename appears in the text box.

5. Check any other fields that apply:

   - **Prompt for Duplicates?**: Click this box to be notified that a duplicate record was found during the import process. When a duplicate is found, the current record's Original SSN, Name ID, Origination Status, and Pell Action Status are displayed with the option to Skip, Skip All, Update, Update, or Update All for duplicate records that are found.

   - **Include Records in Next Document Submission?**: This option will set the Origination Record to an "R" (Ready to Export) status following the import, provided that all required information is available. This checkbox is only enabled if you also mark the "Import Packaging Data?" checkbox as well (which will add the Award Amount for Entire School Year to the Origination Record). See the "Importing ISIRs from the Application Processing Module and Including Packaging Module Data" section in this desk reference for more information.

   - **Import New Eligible ISIRs?**: Click this box if you want to import only new eligible ISIRs you have received since you last imported ISIRs into the Pell module.

   - **Import Packaging Data?**: This option will include Pell award data from the EDExpress Packaging module if marked. See the "Importing ISIRs from the Application Processing Module and Including Packaging Module Data" section in this desk reference for more information.

   - **Reporting Campus** and **Attended Campus**: Select the Reporting and Attended Campus IDs you want associated with the Pell Origination records you are creating.

- **Disbursement Profile**: Select a Disbursement Profile code for the Origination records you are creating if you would like to add Edit Only Disbursements as well. This checkbox is only enabled if you also mark the "Import Packaging Data?" checkbox as well (which will add the Award Amount for Entire School Year to the Origination Record). See the "Importing ISIRs from the Application Processing Module and Including Packaging Module Data" section in this desk reference for more information.

- **Processed Date Range**: If you wish to limit your ISIR import to records processed by the CPS within a particular date range, enter date values in the "From" and "To" fields (for the beginning and end of the date range, respectively).

6. Click **OK**. A batch statistics dialog box displays indicating the number of records added, updated, and skipped, as well as the total number of records in the file. Click **OK** to close the batch statistics box.

7. The newly created Origination record(s) have an Origination status of "N" (Not Ready). The records can be viewed on the enabled Pell Grant tab.

Important Notes

- Only one ISIR transaction per Attended School is imported into the Pell module.

- EDExpress imports the ISIR transaction listed in the **Transaction Paid On** field on the **Demo** tab. If this field is blank, EDExpress imports the Active Transaction (usually the highest transaction) as denoted on the **Demo** tab, as well as the **ISIR Rvw** tab.

Importing ISIRs from the Application Processing Module and Including Packaging Module Data

You can import ISIRs from the Application Processing module and include Packaging module Pell award data. This process can potentially create both Origination and Edit Only Disbursement records for your students.

To create Origination records by importing ISIRs from the Application Processing module and including Packaging module data:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow in the **Import Type** field and select **Origination Data—ISIRs**.
4. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, and then click **OK**. The filename appears in the text box.
5. Click the **Import Packaging Data?** checkbox. Once this checkbox is marked you will be able to:
   - Click the **Disbursement Profile** ellipses button and select a Disbursement Profile Code to be applied to the Origination records you are creating, which will create Edit Only Disbursement records for those records as well;
   - Mark the **Include Records in Next Document Submission?** checkbox. This option will set the Origination records you create to an "R" (Ready to export) status.
6. Mark any other fields on the ISIR import dialog that apply to your import (see the "Importing ISIRs from the Application Processing Module" section of this desk reference for more information on these fields).
7. Click **OK**. A batch statistics dialog box displays indicating the number of records added, updated, and skipped, as well as the total number of records in the file. Click **OK** to close the batch statistics box.

Important Note

- Pell Formula 2-5 schools will not be able to set the Origination record to an "R" (Ready to Export) status until the applicable weeks/hours data is saved on the Origination record. You can use Pell Multiple Entry to update this data (see the "Using Multiple Entry to Update Origination Records" section in this desk reference for more information).

Importing Data from an External System

To create Origination records by importing data from an external system:

1. Select **File**, **Import**.

2. Click the **Pell** tab.

3. Click the down arrow in the **Import Type** field and select **Origination Data—External (PGEO)**.

4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.

5. (Optional) Mark the **Prompt for Duplicates?** checkbox for EDExpress to prompt for duplicate records.

   Note: If you want to update an existing, unbatched record, you must select this option. When the "Record Already on File" dialog box appears, select **Update** for an individual record or **Update All** for all records.

6. (Optional) To include these files in the next export document, mark the **Include Records in Next Document Submission?** checkbox. If you choose this option and the imported record does not contain all the information necessary for the Pell record to pass End-of-Entry edits, the record will not be added or updated.

7. Click **OK**. A progress bar appears within the **In Progress** box, which displays the number of records imported, document file name, and document ID.

8. Click **OK** to close the **In Progress** box.

Important Notes

- Pell Origination data that is imported from a school's mainframe or Third Party system must be created in Flat File format.

- Refer to the *2003-2004 COD Technical Reference* posted on the FSAdownload Web site, located at **FSAdownload.ed.gov,** for acceptable import external data record layouts.

Using Multiple Entry to Update Origination Records

Once you have created an initial Pell Origination record using manual entry or via ISIR import (with or without Packaging data), you can use Pell Multiple Entry to update the record to an "R" (Ready to Export) status.

To update a Pell Origination record using Multiple Entry:

1. Select **Process, Multiple Entry, Pell.**
2. If your school uses Pell formula 2-5 to calculate Pell awards, select the following fields by marking their adjacent checkbox:
   - Weeks of Instructional Time for formulas 2 through 5
   - Credit/Clock Hours to Complete for formulas 4 and 5
3. If you did not include Packaging data when creating your Origination records, select the following fields by marking their adjacent checkbox: Award Amount and Set Origination Ready to Export.
4. Enter a value next to the field(s) you marked. Alternatively, you may select the field you want to update without entering a default value. If you choose the latter option, you will need to enter an amount for each student selected on the **Pell Multiple Entry** student selection grid.
5. (Optional) Click the **SSN File** button if you have a text file of selected SSNs. Or, click the **ellipsis (...)** button in the **SSN File** field to enter SSNs.
6. (Optional) Click the **Selection Criteria** button to limit and/or filter the records you are updating.
7. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, and then click **Open**. The filename appears in the text box.
8. (Optional) Click the down arrow next to the **Sort By** field if you want to sort by the student's last name or Origination ID.

9. Click **OK**. The Pell Multiple Entry grid will appear, listing each student you are about to update. When you have verified the updated values are displaying correctly on the grid, click **Save**.

10. Click **Yes** twice.

Important Notes

- Once the blue Pell Multiple Entry grid is displayed with the records and their default value(s), you can modify these values prior to clicking on **Save**.

- See the "Create an SSN File" and "Using an SSN File" sections in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers. Also, see the online Help in EDExpress for additional information on creating SSN Files.

Using Process/Calculate Award Amount

If you have created Pell Origination records via manual entry, ISIR import (without including Packaging data) or import external add, you can use the Calculate Award Amount to complete the process and add a calculated total Pell award amount to the record.

Pell Formula 2-5 schools must ensure relevant weeks/hours data are saved on the Origination record prior to running the Calculate Award Amount process or an award amount will not be calculated. These values can be updated via Pell Multiple Entry, manual entry on the Pell Grant tab, or Pell External Origination Add or Change import files.

To use this feature:

1. Click **Process, Calculate Award Amount for the Entire School Year.**

2. (Optional) Click the **Disbursement Profile Code** ellipsis button and select a Disbursement Profile Code.

3. Choose records to print: R (Ready), N (Not Ready), or both.

4. Report File Destination: Printer, File or Screen.

5. Use selection criteria to choose the student records you want to update.
   - (Optional) Click the **SSN File** button if you have a text file of selected SSNs.
   - Or, click the **ellipsis (...)** button in the **SSN File** field to enter SSNs.
   - Or, choose a query.

6. Click **OK**.

7. A grid of the affected students displays, and a dialog box asks if you want to update the students. Click **Yes**, then click **Save**.

Important Notes

- **New for 2003-2004!** If you add the Disbursement Profile Code during the Calculate Award Amount process, Edit Only Disbursement records will be added to the Disburse tab for the students in the selected update group. The calculated total Award Amount will be split appropriately between the Disbursement Dates defined in the Disbursement Profile Code selected.

- Calculate Award Amount for Entire School Year can also be run on individual student records from the Pell Grant tab's Process menu.

Creating Disbursement Records

There are five ways to create a Pell Disbursement record:

- Add a Disbursement Profile Code and include Packaging award data during your ISIR import to create Origination records (See the “Importing ISIRs from the Application Processing Module and Including Packaging Module Data” section in this desk reference for more information.),
- Add a Disbursement Profile Code when running the Calculate Award Amount for Entire School Year (see the “Importing ISIRs from the Application Processing Module and Including Packaging Module Data” section in this desk reference for more information),
- Manually enter Disbursement data on the Disburse tab,
- Use Multiple Entry to add Disbursement dates and amounts, or
- Import External Disbursement data.

A Pell Origination record must have a calculated Award Amount for Entire School Year and a minimum Origination Status of “R” (Ready to Export) before the corresponding Disburse tab is activated.

- If the Award Amount is not entered and saved on the Pell Grant tab, a Disbursement Record will not be created by adding a Disbursement Profile Code(s) via Multiple Entry (unless you also add the Award Amount during the same Multiple Entry run).
- See the previous sections on “Using Multiple Entry to Update Origination Records” and “Using Process/Calculate Award Amount” in this desk reference for further information on adding required Pell data to the Origination record prior to adding Disbursement records.

New for 2003-2004! You can create as many as 20 individual Pell Disbursements with up to 65 adjustments allowed for each.

- A Disbursement Sequence Number will automatically be reported to COD for each Pell Disbursement. Disbursement Sequence Numbers are used to indicate whether a Disbursement is the first submission activity or an adjustment to a previously accepted Disbursement. Valid values are 01 – 65 for school submissions. Sequence #’s 66-90 are used for System Generated responses from COD.
- For more information and instructions, see the online help topic in EDExpress, *Disbursement Sequence Number.*

Creating a Disbursement Record Manually

To create a Disbursement record manually:

1. Select **File, Open**. Enter the student's Original or Current SSN, or click on the ellipses button next to either option, select the student's SSN from the list that opens, and click **OK**.

2. Click on the student's Pell Grant tab. Ensure all required fields are completed and that the Origination record is at an "R" (Ready to Export), "B" (Batched), "A" (Accepted by COD) or "C" (Corrected) Origination Status.

3. If you choose to enter a **Disbursement Profile Code**, and the Origination record has not already been exported to COD and is not at a "B" (Batched) status:

   - Enter the Disbursement Profile Code,
   - Click **Save**.
   - Click "Yes" to the prompt to set the record ready to send to the Pell Processor. This action will enable the Disburse tab, populate the Disbursement dates, and split the total Award Amount evenly among the Disbursement dates according to the Disbursement Profile Code you've selected.
   - Click on the Disburse Screen and skip to step #5 below.

4. If you choose not to use a Disbursement Profile Code, click the **Disburse** tab:

   - At the top of the Disburse tab screen, click the **down arrow** to select the **Disbursement Number** you wish to enter, then click **Add**. Disbursement Sequence Number will be added for you automatically.
   - Enter the **Disbursement Date** and the **Submitted Amount** on the disbursement line.

5. At this stage you can also check the Disbursement Release Indicator (DRI) to indicate the disbursement is eligible for funding. **See the "Disbursement Release Indicator (DRI)" section in this desk reference for more information.**

6. Select **File, Save**. The record will be set to "**R**" (Ready to Export).

7. Select **File, Close**.

Using Multiple Entry to Create a Disbursement

To create a Disbursement record using Pell Multiple Entry:

1. Select **Process, Multiple Entry, Pell.**

2. Select and update the following fields: Disbursement Number, Disb. Submit Amount, and Disb. Submit Date.

   Note: At this stage you can also check the Disbursement Release Indicator (DRI) to indicate the Disbursement is eligible for funding. **See the "Disbursement Release Indicator (DRI)" section in this desk reference for more information.**

3. Enter a value next to the field(s) to be defaulted for each record. Or, you may select the field you want to update without entering a default value. If you choose this option, you will have to enter an amount for each student selected on the Pell Multiple Entry selection grid.

4. (Optional) Click the **SSN File** button if you have a text file of selected SSNs. Or, click the **ellipsis (...)** button in the **SSN File** field to enter SSNs.

5. (Optional) Click the **Selection Criteria** button to limit the records you are creating.

6. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, and then click **OK**. The filename appears in the text box.

7. (Optional) Click the down arrow next to the **Sort By** field if you want to sort by the student's last name or Origination ID.

8. Click **Save**.

9. Click **Yes** twice. Disbursement records will automatically set to an "R" (Ready to Export) status at the completion of the Multiple Entry process.

Important Notes

- **New for 2003-2004!** You can use **Multiple Entry** to update the **Disbursement Profile Code**, the **Disbursement Number**, and the **Disbursement Release Indicator**.

- Once the blue grid is displayed with the records and their default value(s), you can modify these values prior to clicking on **Save**.

- See the "Create an SSN File" and "Using an SSN File" sections in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers. Also, see the online Help in EDExpress for additional information on creating SSN Files.

Importing Disbursement Data from Your School System

To create a Disbursement record by importing data from your school system:

1. Select **File, Import**.

2. Click the **Pell** tab.

3. Click the down arrow in the **Import Type** field and select **Disbursement Data—External (PGED)**.

4. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, and then click **OK**. The filename appears in the text box.

5. Click **OK.** A batch statistics dialog box displays indicating the number of records added, updated, and skipped, as well as the total number of records in the file. Click **OK** to close the batch statistics box.

Important Notes

- See the *2003-2004 COD Technical Reference* posted on the FSAdownload Web site, located at **FSAdownload.ed.gov,** for the format of acceptable external data.

- To set the Disbursement records you import to an "R" (Ready to Export) status, be sure to select the "Include Records in Next Document Submission" checkbox on the import dialog box. This action will ensure the Disburse tab is enabled and all Disbursement records successfully added are included in your next export.

Disbursement Release Indicator (DRI)

The Disbursement Release Indicator (DRI) is a new field in the Pell module for 2003-2004. Marking the DRI checkbox on an individual Pell Disbursement will set the value of the DRI to "True." This action indicates to COD that the disbursement is "eligible for funding" and will affect your school's Current Funding Level.

- **The DRI can only be set to "True" if the Disbursement Date is within 30/7/0 days of your school's Funding Method as established in your Pell School Setup.**

You can set the DRI to "True" by:

- Manually updating the checkbox on the Disburse tab,
- Updating the field via Multiple Entry,
- Importing the Disbursement Data - External Add (if you are creating the data on the Disburse tab for the first time), or
- Importing the Disbursement Data - External Change (if the Disbursement record already exists).

If the Disbursement Date is NOT within 30/7/0 days of your school's Funding Method as established in your Pell School Setup, the DRI cannot be saved as "True."

- Disbursement records with the DRI set to "False" (or unchecked) will be exported and accepted by COD as **Edit Only Disbursement** records. Edit Only Disbursements are not eligible for funding. Instead, they will establish future Disbursements in the COD system.
- Disbursement records must be re-sent to COD when the DRI can be set to "True" (or checked).

Important Notes

- When you update an individual Disbursement's DRI previously accepted as "False" to "True", the Disbursement Status changes from A (Accepted) to R (Ready to Export). If you then wish to uncheck the DRI, the status will not return to A, but will remain at R. The DRI (now set back to "False") will be picked up in the next export and will be read as a duplicate at COD. When the school imports the response, the flag will reset to A.
- Do not uncheck a DRI that has been accepted at COD as "True". COD will reject the record when it is received.

Exporting Records

Origination and/or Disbursement records must have a status of "R" (Ready to Export) to be picked up and included in your next COD Common Record export. Please note:

- A Disbursement record sent to COD prior to its corresponding Origination record will be rejected by COD.
- Common Records exported to COD are called "Documents."

To export records:

1. Select **File, Export** and click the **Pell** tab.
2. Select **COD Common Record (COMRECIN)** in the **Export Type** field.
3. Click **File/Export** to send the records to COD**.**
   - **All Origination and Disbursement records at the "R" (Ready to Export) status will be included in the document.**
   - **Selection Criteria** limits the records you will export in the document. The **Pell Orig/Edit-Only** button selects the student's Origination record (tab), and the **Pell Disbursements** button selects the student's Disbursement record (tab) (DRI checked or unchecked). You can use a query to select records from either or both tabs.

     Note: If you create a complete common record for students (both the Origination and Disbursement tabs), but want to export only specific students in this document, select those students on both the Orig/Edit-Only button AND on the Disbursement button. If you select the specific students only on the Orig/Edit Only button, all students' Disbursement records will be exported.
   - If you want to combine Pell and Direct Loan data, check the Combine DL and Pell option on the Export Dialog box and the software will do this automatically. Please note this option will not be enabled if the Source Entity IDs are different between programs.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Export from** field, click the **File…** button to the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records batched, document file name, and document ID. Click **OK** to close the **In Progress** box.

Importing COD Common Record Receipt/ Response

The COD Common Record Receipt/Response (COMRECOP) is the XML output file sent from COD.

Four different types of information can be sent from COD for Pell processing, all using the same COMRECOP message class. Your database is updated with the information in each document appropriately based on the response type:

- **Receipt** – Notifies you that each COMRECIN Document sent to COD was received and can be read by COD. Information about the document COD received is updated on your database (for example, Doc ID, type, status, and date) in the Document activity file.
- **Response** – A Response contains the same information as the Batch Acknowledgement of past years. It updates your database with processing statuses (accepted, rejected, corrected, and duplicate) for the records you sent to COD. The records submitted in a specific document are returned in a corresponding Response document, maintaining document integrity.
- **Response-Negative Disbursement** – This response is a warning report identifying students in a potential POP situation and the amount by which the Pell award is overpaid. You must either resolve the POP situation, and/or adjust the student's award or Disbursement Amount within 30 days to avoid a system generated Negative Disbursement.
- **Response-System Generated by COD** – This response is a System Generated Negative Disbursement, which is a reduction of a previously accepted award amount. This may be sent by COD in response to an unresolved POP or Verification W data conflict.

The Response Import Edit Report will separate the processing results for student's Pell Origination records, Pell Disbursement Records, Direct Loan Origination Records, and Direct Loan Disbursement Records (if you combined data for both programs in your export file).

For Responses received via the SAIG mailbox, schools have the option to receive a Full or Standard Response to Common Records processed by COD. EDExpress is designed to handle either response type:

- A **Full Response** contains all the original tags sent by the school and the rejected data elements and reason codes.
- A **Standard Response** contains only the rejected data elements and reason codes.

You can setup or modify your School Options via the COD Web site at **cod.ed.gov**.

To import COD Common Record Receipt/Responses:

1. Select **File, Import**.

2. Click the **Pell** tab.

3. Click the down arrow in the **Import Type** field and select **COD Common Record Receipt/Response (COMRECOP)**.

4. Click the **Import From File** button and select the location and name of the file that has the data you want to import. This location defaults to the Import directory you established in **Global File Management**.

5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.

6. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records imported, document file name, and document ID.

7. Click **OK** to close the **In Progress** box.

Important Notes

- **New for 2003-2004!** Due to document integrity, you cannot import Response documents for Pell records that did not originate in the EDExpress database. The document ID and student records must exist in the database in order for the software to update records appropriately. If you lose your database prior to receiving a response back from COD, you will need to rebuild the EDExpress database by requesting and importing a Year-to-Date File.

- **New for 2003-2004!** In addition, if COD student identifier information has changed (i.e., Current SSN, Current DOB, or Current First or Last Name) you need to send the correction to CPS and have an accepted acknowledgement of change prior to submitting any changes to COD.

- **New for 2003-2004!** If COD sends a System Generated Negative Disbursement, the Response record will be returned with a Sequence Number in the range of 66-90. The new Accepted Disbursement Amount at COD will be entered and display on the Disburse tab of affected students.

- See the *2003-2004 COD Technical Reference* posted on the FSAdownload Web site located at **FSAdownload.ed.gov** for complete information about edit codes.

- All the Response types are imported into EDExpress in the same message class. Click Browse/Pell/Document Activity to view the document type imported.

Correcting Pell Records

Corrections can be made after a Pell record has been processed by COD. They can be made: manually on the student's Pell Grant tab or Disburse tab, via Multiple Entry, or via external change for specific fields.

Correcting Records Manually

To correct an Origination record manually:

1. Select **File, Open**.

2. Enter the student's Social Security Number in either the **Original SSN** or **Current SSN** field. (Or, you may click the **ellipsis (...)** button next to either field, click on a Social Security Number in the grid, and then click **OK** twice.)

3. Click **OK**.

4. Click the **Pell Grant** or **Disburse** tab (found at the bottom of the screen).

5. Make corrections to the record. If necessary, press **F1** for online Help.

   - To add a Disbursement sequence number to make a correction for records with the DRI set to "True" (checked), click on the Disbursement number ellipsis button, click on the Disbursement number you want to update, then click the **Add** button and a new sequence number row will appear on the grid.

6. Select **File, Save**.

7. For the Pell Grant tab, click **Yes** when message "Select record ready to send to COD?" appears. The corrected Origination record now has a status of **Ready**.

8. Select **File, Close.**

Please note the following on Disburse tab corrections:

- You can change the Pell Disbursement Amount or Date and send it to COD as many times as necessary until the DRI is set to "True" (checked), sent to COD, and processed. After the DRI has been accepted by COD as "True," you will need to adjust each of these fields using a separate Sequence Number.

- When correcting the Disbursement Amount, remember to enter the new Disbursement amount you want to pay, not the difference between the old and new award.

To decrease a Pell Award on a record with a Disbursement Profile Code attached and Disbursement records with "False" (unchecked) DRI flags:

- Decrease the Disbursement amounts to less than or equal to the new Award amount you wish to change the award amount to.

  Note: If you are zeroing out the Pell award amount completely, you must first either reduce the disbursement amounts down to zero (if processed by COD) or delete the Edit Only disbursement.

- Decrease the Award amount on the Origination record.

- Either re-create the Disbursements manually OR re-attach the Disbursement Profile Code to recreate your Edit Only Disbursements. You will need to blank out the Disbursement Profile Code, save the record, then reapply the Disbursement Profile Code, in order for the Disbursement(s) to recalculate correctly**.**

Important Notes

- Disbursements will always be saved to an "**R**" (Ready) status.

- Origination records with a "**B"** (Batched) status cannot be updated. You need to import the COD Common Record Response prior to making any corrections.

- A corrected amount returned from COD will appear on the Disbursement screen in the Accepted column next to the submitted amount.

- **New for 2003-2004!** COD provides an option for schools processing Pell Grant data to choose if they want to accept corrections to the Pell Grant data they submit to COD or if they would rather have the data rejected. This option applies to all edits that are marked as an Edit Type C/R in Volume II - Full Participant Edit Comment Codes and Descriptions within the COD Technical Reference. When returning Response Document files, COD returns an edit code, the field it pertains to and the value submitted for rejected data. When returning Response complex elements, COD returns an edit code, the field to which it pertains, and the corrected value. Unless you contact the COD School Relations Center to change this option, COD will correct your data automatically. EDExpress is designed to handle either option.

Correcting Records Using Multiple Entry

To correct Origination records using Multiple Entry:

1. Select **Process, Multiple Entry, Pell**.

2. Select the field(s) you want to correct.

   Note: Select the "Set Origination Ready to Export" checkbox to set the status for each corrected Origination record equal to "R" (Ready to Export).

3. Enter a value next to the field(s) to be defaulted for each record. Or, you may select the field you want to update without entering a default value. If you choose this option, you will have to enter an amount for each student selected on the **Pell Multiple Entry** student selection grid.

4. (Optional) Click the **Selection Criteria** button to limit the records you want to correct.

5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, and then click **OK**. The filename appears in the text box.

6. (Optional) Click the down arrow next to the **Sort By** field if you want to sort by the Student's Last Name or Origination ID.

7. Click **Save**.

8. Click **Yes** twice.

Important Notes

- When the blue grid is displayed with the student records and their default value(s), you can modify the values prior to clicking on **Save**.

- **New for 2003-2004!** When updating the **Disbursement Release Indicator** you also must be sure to select the **Disbursement Number.**

- **New for 2003-2004!** The following Pell fields can be set to blank via Multiple Entry: Disbursement Profile Code, Enrollment Status, Verification Status Code, and Origination Cross Reference.

Regenerate

New for 2003-2004! In past versions of the EDExpress Pell module, the Regenerate feature only updated a set of previously exported records from a Batched status to Ready status, requiring users to then re-export the batch.

The Pell Regenerate process now functions similarly to other modules in EDExpress – to save you time it will change the status and export the COD document in one step.

To regenerate Common Record documents:

1. Click **File, Regenerate**.
2. Click the **Pell** tab.
3. Select **COD Common Record**.
4. Click the **ellipsis (…)** button and select the **Document ID**, then click **OK**.
5. Click **OK**.
6. Click **OK** to exit the **In Progress** dialog box and return to the main screen.

Data Requests and Reports Available from COD

Data Requests

Data requests allow you to request information from COD using the Export function in EDExpress.

The following types of Data Requests are available:

- Multiple Reporting Record (MRR)
- Year-to-Date (YTD) records
- Electronic Statement of Account (ESOA)
- Reconciliation

Reports

Reports give you information to compare the records in your EDExpress Data base with those in COD.

The following Reports are available:

- Pending Disbursement Report
- Funded Disbursement Report

Requesting Data from COD

Since Data Requests continue to be sent in flat file format, they are still called Batches.

To make a data request:

1. Select **File, Export**.
2. Click the **Pell** tab.
3. Select **Data Request** in the **Export Type** field.
4. If the Reporting Campus field is not pre-filled, click the **ellipsis (...)** button to select the records you want to batch for export.
5. If requesting an MRR, click the down arrow next to the **Multiple Reporting Record (MRR)** Type and select the MRR request type. Requests for all data types can be made simultaneously.
6. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records batched, document file name, and document ID.
7. Click **OK** to close the **In Progress** box.

Important Notes

- See the online Help in EDExpress for request-specific prompts.
- The message class for data requests is **PGRQIN.** If your request is rejected by COD, you receive a rejected data request acknowledgement. This acknowledgement tells you the reason(s) for rejection. Otherwise, you will receive the data you requested.
- For MRR data requests, COD returns only accepted or corrected Common Records.
- A description of each data request can be found in the following "Importing and Printing Data Request Acknowledgements" section.

Importing and Printing Data Request Acknowledgements

Since Data Requests remain in flat file format, the data file returned from COD will continue to be called an Acknowledgement. COD will send an acknowledgement file in response to each Data Request. You can import it into EDExpress.

The following pages describe the process for importing Data Request Acknowledgements into EDExpress:

- Multiple Reporting Records (MRRs)
- YTD data
- Electronic Statements of Account (ESOAs)
- Reconciliations

Multiple Reporting Record (MRR)

COD will respond to data requests, and automatically generate reports to all schools when a discrepancy occurs. The Multiple Reporting information identifies students attending more than one school that have reported Origination and/or Disbursement data for their students. No database updates are performed by the Data Request imports outside of the general document updates.

There are six MRR "per request" record types:

- **OA**—Originated Students for all Schools
- **OS**—Selected Originated Students
- **OI**—Originated Students for Selected Schools
- **DA**—Disbursed Students for all Schools
- **DS**—Selected Disbursed Students
- **DI**—Disbursed Students for Selected Schools

The Record Types below indicate the results of a school's request processed by COD.

- **RO**—Originated Institution
- **RD**—Disbursed Institution
- **RN**—Not found

There are two reasons why you may receive an MRR generated by COD:

- **Potential Concurrent Enrollment –** (CE Record Type) Sent when the same student is reported as attending different attended campuses, but the enrollment dates are within 30 days of each other.

- **Potential Overaward Project (POP) –** Sent when some or all of the Disbursements reported cannot be accepted because the student has received 100% of the Scheduled Pell Grant for the academic year at one or more schools. The MRR documents this information and sends the Blocked and Blocker schools status information. The schools in question have 30 days to resolve the discrepancy.

The following MRR types will be sent to affected schools in POP situations (depending on whether the school is the Blocked or Blocker school):

- **PB**—Blocker School
- **BC**—Blocker & Concurrent Enrollment
- **PR**—Blocked School
- **RC**—Blocked & Concurrent Enrollment
- **PU**—Unblocked School

Importing and Printing an MRR

To import an MRR:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **Multiple Reporting Record (PGMR)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records added, updated, and skipped, as well as the total number of records in the document.
7. Click **OK** to close the **In Progress** box.

Year-to-Date (YTD) Data

YTD data can be used to reconcile your EDExpress data with the data that has been reported to and accepted by COD (and by extension the Federal Pell Grant Program) and identify any discrepancies requiring resolution.

When importing YTD data, you have the following options:

- **Compare and Print Exceptions?** – This option compares each record in the YTD file against your database, generates a YTD Comparison report after import, and prints exceptions.
- **Print All?** – This option prints all YTD records.
- **Update—Selected Records –** This option displays a grid listing selected students, updates selected student records with the Pell processing system YTD data, and lists each student on the YTD comparison report.
- **Update—Rebuild All** – This option updates all records. (**Caution!** This option overwrites all records in your Pell database and should only be used in case of a lost or corrupt database.)

Important Note

You can request YTD data for an attended campus.

Importing and Printing YTD Data

To import YTD data:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **YTD Data (PGYR)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.

5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.

6. Mark either the **Compare and Print Exception?** or the **Print All?** checkbox.

   Note: To identify discrepancies between your data and that of COD, import your Year-to-Date file choosing the **Compare and Print Exception?** option first, and then re-import your Year-to-Date file to update your database if necessary.

7. Select an **Update** option for importing the file. Choose either **Selected** or **Rebuild All**. If you do not want to update your database at this time, you can leave this option blank and choose either **Compare and Print Exception?** or **Print All?** to only generate a report.

8. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records added, records updated, records skipped, and the total number of records in the document.

9. Click **OK** to close the **In Progress** box.

Important Notes

- If you do not choose the **Rebuild All** option during the import of the YTD file, no database updates will be made. The import process will only run a comparison of data between the YTD file and the existing data in your EDExpress database. A discrepancy report will be generated.

- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

- If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

- For more information and instructions, see the topic *Print a Report* in the software's online Help. To print a Help topic, in the Help topic you want to print, click **Options**, and then click **Print Topic**. To print a group of related online Help topics, click a book in the table of contents and then click **Print**. To print a pop-up window, right-click inside the pop-up window, and then click **Print Topic**.

Electronic Statement of Account (ESOA)

ESOA files (message class PGAS04OP) are sent when your school's Pell Grant authorization level has changed as a result of the Disbursement records you sent to COD. You should periodically review ESOA files to compare your school's Pell Grant authorization level against the Pell Grant disbursements you have made to date for the current award year.

Importing the ESOA

To import the ESOA:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **Electronic Statement of Account (PGAS)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **OK** twice.

Important Note

After you retrieve the ESOA file, import it into EDExpress—Pell. You can then print the ESOA report for your records (see the next page for more information).

Printing the ESOA

To print the ESOA:

1. Select **File, Print**.

2. Click the **Pell** tab.

3. Click the down arrow next to the **Report Type** field and select **ESOA**.

4. Select **Single** or **Multiple**.

5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.

6. If you selected **Single,** click the **ellipsis (...)** button next to the **Document ID** field and select the document for this report.

7. If you selected **Multiple,** click the **ellipsis (...)** button next to the **Reporting Campus** field and click on the Reporting Campus for this report.

8. Select the **Print Detailed ESOA?** checkbox if you want to print a detailed ESOA.

9. Click **OK**.

Important Notes

- **New for 2003-2004!** The ESOA report has been reformatted.

- The ESOA report prints all previous versions by default. See the online Help in EDExpress for more information.

- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

- If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

- For more information and instructions, see the topic *Print a Report* in the online Help. To print a Help topic, in the Help topic you want to print, click **Options**, and then click **Print Topic**. To print a group of related online Help topics, click a book in the table of contents and then click **Print**. To print a pop-up window, right-click inside the pop-up window, and then click **Print Topic**.

Reconciliation

The reconciliation report generated by COD lists total accepted Pell awards for each student. The message class for this data acknowledgement is **PGRC04OP**.

You can compare this report with your school records to ensure correct Pell award amounts are on file with COD.

Importing and Printing the Reconciliation File

To import the reconciliation file:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **Reconciliation File (PGRC)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Click **OK** twice.

Important Notes

- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.
- If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.
- For more information and instructions, see the topic *Print a Report* in the online Help. To print a Help topic, in the Help topic you want to print, click **Options**, and then click **Print Topic**. To print a group of related online Help topics, click a book in the table of contents and then click **Print**. To print a pop-up window, right-click inside the pop-up window, and then click **Print Topic**.

Pending Disbursement Report and Funded Disbursement Report

Two new COD system generated reports are available in the EDExpress software:

- **Pending Disbursement Report**: generated weekly, reports pending Disbursements on the COD system

- **Funded Disbursement Report**– generated daily when there is activity, reports funded Disbursements on the COD system.

These reports are pre-formatted by COD. EDExpress will print the report in the output mode you choose (to the printer, screen, or to a file), but will not format the reports in any way.

- **Note:** Importing these reports will not update your Pell database. They are award year specific.

To import the Pending Disbursement Report or the Funded Disbursement Report:

1. Select **File, Import**.

2. Click the **Pell** tab.

3. Click the down arrow in the **Import Type** field and select either **Pending Disbursement Report (PGPD04OP)** or **Funded Disbursement Report (PGFD04OP)**.

4. Click the **Import From File** button and select the location and name of the file that has the data you want to import. This location defaults to the Import directory you established in **Global File Management**.

5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.

6. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records imported, document file name, and document ID.

7. Click **OK** to close the **In Progress** box.

Bits & Bytes

EDExpress Reports

Using EDExpress, you can print pre-defined reports using the Single or Multiple criteria. Printing with the Single option activated allows you to print the selected report for a single record. Printing with the Multiple option activated allows you to print a report containing multiple records.

You can also use Selection Criteria to specify a group of records when you are printing reports. Selection Criteria allows you to narrow the number of records you want to work with when printing. This option is especially helpful with large databases, as it decreases your processing time.

When choosing to print multiple reports, you can specify which records to include when printing in the following ways:

- **SSN File**: Allows you to create an ASCII file of SSNs for records to print and supplies the filename in the **Print** dialog box. See the "Creating an SSN File" and "Using an SSN File" sections in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers.

- **Selection Criteria and Queries**: Allows you to select criteria and queries in order to choose groups of records. (You can either create queries to use for your selection criteria or use the set of predefined queries included with EDExpress.) From the selected records, you can also narrow the list using the **Choose Selected Records** option.

Important Note

You can choose from predefined queries for record statuses. These statuses include: Origination Status and Disbursement Status.

EDExpress Report Types

Report Name	Report Description
New for 2003-2004! Student Summary	This report prints a student summary that includes Demographic, ISIR, Award, Loan, and Pell Grant data. **Note:** Only users in Security Groups with access to the 'Student Summary' function of the 'Print' group for the Global module in Security Groups will have access to this report.
Pell Origination Record	This report prints any record on your school's Pell student database table. There are two prompt specific questions for this report: 1. Print Edits? 2. Print Disbursement information?
Edits by Student – Origination	This report prints the edits applied to an individual processed Origination record.
Edits by Student – Disbursement	This report prints the edits applied to an individual processed Disbursement record.
Origination List	Multiple option only. This report prints a listing of Origination records based on the user-entered criteria. If you enter no criteria, then all records on your school's Pell Student database table print.
Disbursement List	Multiple option only. This report prints a listing of Disbursement records based on the user-entered criteria. If you enter no criteria, then all records on your school's Pell Disbursement database table print. Dollars and cents print for disbursed information only. An option to select for verification W students is available.
List—Processed Disbursements Year-to-Date	This report lists the totals for all accepted or corrected Disbursement records in the database. Dollars and cents are printed for all amounts on this report.
List—Disbursements Pending	This report prints a list of students whose Total Disbursed Amount is less than their Origination Award Amount.
List- Document Activity	This report contains a cumulative list of all documents imported into and exported out of your Pell and Direct Loan modules. It is printed at the document level.
Disbursement Document Summary	This report provides an overview of processing results and details the number of records rejected, accepted, and corrected for an acknowledged Disbursement document.
SSN/Name Differences	This report lists all records that have original SSNs that are different from current SSNs or name codes that are different from the first two characters of the last name.
RL—External User-Defined Formats	The field elements for the record layouts specific to the Federal Pell Grant Program. The Record Layouts for Pell appear as follows under Report Type: RL**—**External User-Defined Formats (formerly External Origination Add Records) **Note:** All other record layouts may be found in the *COD Technical Reference*.

Printing Reports

To print a report:

1. Select **File, Print**.

2. Click the **Pell** tab.

3. Click the down arrow next to the **Report Type** field and select the type of report you want to print.

4. Click either the **Single** or **Multiple** button to the right of the **Report Type** field, depending on whether you want to print a report for a single student or for multiple students.

5. If you are printing a report for multiple students, click the **Selection Criteria** button to define the group of student records you want. Press **F1** in any **Selection Criteria** field for online Help.

6. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.

7. Complete by marking any other fields that apply.

8. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records batched, file name, and document ID.

9. Click **OK** to close the **In Progress** box.

Important Notes

- **New for 2003-2004!** A Student Summary report can be printed that displays Demographic, ISIR, Packaging Award, Direct Loan, and Pell Grant data.

- You can also use the **File, Print** function to view reports on your screen and to save any of the reports to a file.

- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

- If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished. You can print the report from the screen if necessary.

- For more information and instructions, see the topic *Print a Report* in the online Help.

Printing Pell Records

You can print a student's Pell Grant record, including both the Origination and Disbursement information, from the Pell Module in EDExpress.

Printing a Student's Pell Origination and/or Disbursement Record

To print a student's Pell Origination and/or Disbursement record:

1. With the student's record open on the **Pell Grant** tab, click **File, Print**.
2. Select the **Print Edits?** and/or **Print Disbursement Information?** checkbox(es).
3. Click **OK**. The student's record prints to your default printer.

Printing Multiple Origination and/or Disbursement Records

To print multiple Origination records:

1. From the main screen (with no record open), select **File, Print**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Report Type** field and select **Pell Origination Record**.
4. Click the **Multiple** button.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. (Optional) Click the **SSN File** button if you have a text file of selected SSNs.
7. If the Reporting Campus field is not pre-filled, click the **ellipsis (...)** button next to **Reporting Campus** to select the correct Reporting Campus. Click **OK.**
8. If the Attended Campus field is not pre-filled, click the **ellipsis (...)** button next to **Attended Campus** to select the correct Attended Campus. Click **OK**.
9. Click the **down** arrow to select a Sort Order by Last Name or Origination ID.

10. Mark the **Print Edits?** and/or **Print Disbursement Information?** checkbox(es).

11. If you want to narrow the range of records, click the **Selection Criteria** button. Press **F1** in any **Selection Criteria** field for online Help.

12. Click **OK**.

Important Notes

- You can print multiple Origination records for one Reporting Campus. To print a more specific group of records, use the **Selection Criteria** function.

- See the online Help in EDExpress for additional information on creating SSN files.

Creating an SSN File

An SSN file is a text file containing the SSNs of the records with which you want to work. You can use this file to print certain reports using just those records.

To create an SSN file:

1. Using a DOS text editor (such as Windows Notepad) or a word-processing program, open a new document.

2. Type the nine-digit SSNs, with only one SSN per line. Do not use hyphens, spaces, or empty lines. Do not press **Enter** after the last SSN; doing so inserts a blank line and will generate an error upon import into EDExpress.

3. (Optional) Type an end of file (EOF) marker.

4. Name and save the file as an ASCII file. For example, in WordPerfect for Windows, select **File, Save As,** then choose **ASCII Text (DOS)** in the **Format** field. In Microsoft Word, select **File, Save As,** then choose **MS-DOS Text** in the **Save File as Type** field.

   Note: If you used a DOS text editor to create the file, just save the file. Windows Notepad and other DOS text editors save files only in ASCII format.

Important Notes

You can also create a list of SSNs for a particular report by clicking the **ellipsis (...)** button on the following screens:

- **Process, Multiple Entry, Pell**
- Under **Print, Pell:** Pell Origination Record, Edits by Student—Origination, and Edits by Student—Disbursement

Using an SSN File

After you have created an SSN File, you can use it to print certain reports using those records.

To use an SSN File:

1. Enter EDExpress and select **File, Print** from the menu bar.
2. Select the module you want to use by clicking on the appropriate tab.
3. Click the down arrow in the **Report** box to view the types of reports that you can print. Select the type of report you want to print.
4. Click the **Multiple** button to the right of the **Report** box.
5. In the **Report File Destination** box, select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. In the **SSN File** box, click the **File** button to find the text file of SSNs that you created previously. Click the **Open** button when you have located the correct file.
7. Select any of the various options that appear for the report type chosen.
8. Click **OK** to send the report to the output destination you chose.

Important Notes

- For more information, click **Help Topics, Index** and search for these topics:
  - Print dialog box (Pell)
  - Print a Report
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.
- If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

Message Classes

The COD Destination mailbox is TG71900.

The first four characters of the message class identify the type of data. The numbers refer to the cycle year (for example, "04" is used for 2003-2004 data).

Message classes are referenced from the COD perspective (i.e., files entering COD = "IN", files exported from COD = "OP").

Message Class	Data Description
COD Common Records (in XML format)	
COMRECIN	Common Record Documents sent from school to COD
COMRECOP	Common Record Documents sent from COD to school: • In response to COMRECIN: *Receipt, Response, Promissory Note Responses*, Credit Decision Override Response*,* and *Booking Notifications** (*For Direct Loan only) • System Generated Common Record Documents for Pell: *Response-Negative Disbursement* and *Response Generated by COD* • System Generated Common Record Document for Direct Loan: *Payment to Servicing*
Pell Reports to COD (in flat file format)	
PGRQ04IN	Pell Data Requests
Pell Grant Reports from COD (in flat file format)	
PGRA04OP	Pell Data Request Acknowledgement
PGAS04OP	Pell Electronic Statement of Account (ESOA)
PGMR04OP	Pell Multiple Reporting Record (MRR)
PGRC04OP	Pell Reconciliation Report
PGYR04OP	Pell Year-to-Date Record
PGSN04OP	Pell SSN/Name/Date of Birth Change Report
PGTX04OP	Pell Text File
PGPD04OP	Pell Pre-formatted Pending Disbursement Report
PGFD04OP	Pell Pre-formatted Funded Disbursement Report
Pell Reports from Mainframe System to EDExpress (in flat file format)	
PGEO04OP	Pell External Origination Add/Change Record
PGED04OP	Pell External Disbursement Add/Change Record

Edits

Full Participant Edits – Pell

See the *2003-2004 COD Technical Reference* posted on the FSAdownload Web site located at **FSAdownload.ed.gov** for a complete list of edit codes and their translations.

End-of-Entry Edit Codes – EDExpress/Pell

Edit No.	Field Name	Condition	Message
1000	Payment Methodology	If Payment Methodology = 1 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 1 (Formula 1)
1001	Payment Methodology	If Payment Methodology = 2 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 2 (Formula 2)
1002	Payment Methodology	If Payment Methodology = 3 and Academic Calendar = 5 or 6	Academic Calendar must be 1 (Credit Hour), 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 3 (Formula 3)
1003	Payment Methodology	If Payment Methodology = 4 and Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 (Clock Hour) or 6 (Credit Hour w/o Terms) for Payment Methodology 4 (Formula 4)
1004	Payment Methodology	If Payment Methodology = 5 and Academic Calendar = 5	Academic Calendar must be 1 (Credit Hour), 2 (Quarter), 3 (Semester), 4 (Trimester), or 6 (Credit Hour w/o Terms) for Payment Methodology 5 (Formula 5)
1005	Payment Methodology	If Payment Methodology = 1 and Weeks used to calculate payment cannot equal blank	Weeks used to calculate payment must be blank for Payment Methodology 1 (Formula 1)
1006	Payment Methodology	If Payment Methodology = 1 and Weeks in program academic year cannot equal blank	Weeks in program academic year must be blank for Payment Methodology 1 (Formula 1)

Edit No.	Field Name	Condition	Message
1007	Payment Methodology	If Payment Methodology = 5 and Enrollment Status = 1, 2, or 5	Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5)
1100	Weeks used to calculate payment	If Payment Methodology = 2 and weeks used to calculate payment > 29	Valid Range is 00–29 when Payment Methodology is 2 (Formula 2)
1101	Weeks used to calculate payment	If Weeks used to calculate payment > Weeks in Program Academic Year	Weeks used to calculate payment cannot exceed Weeks in Program Academic Year
1102	Weeks in Program Academic Year	If Payment Methodology = 2, 3, 4, or 5 and Weeks in Program Academic Year is Blank or range is not between 30 and 78	Valid range is 30–78 when Payment Methodology = 2 (formula 2), 3 (formula 3), 4 (formula 4), or 5 (formula 5)
1104	Weeks used to calculate payment	If Weeks used to calculate payment is blank and Weeks in Program Academic Year is not blank	Both Weeks used to calculate payment or Weeks in Program Academic Year must be blank and both must have values
1106	Hours/Credits in Program Academic Year	If Hours/Credits in Program Academic Year is blank and Hours/Credits Paid this Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1107	Hours/Credits Paid this Year	If Hours/Credits Paid this Year is blank and Hours/Credits in Program Academic Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1110	Hours/Credits in Program Academic Year	If Academic Calendar = 5 and (Hours/Credits in Program Academic Year < 900 or Hours/Credits in Program Academic Year > 3120)	Hours/Credits in Program Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour)
1111	Hours/Credits Paid this Year	If Academic Calendar = 6 and Hours/Credits Paid this Year > 100	Hours/Credits Paid this Year has a valid range of 0000 to 0100 for Academic Calendar 6 (Credit Hour without terms)
1112	Hours/Credits in Program Academic Year	If Payment Methodology = 1, 2, or 3 and Hours/Credits in Program Academic Year is not blank	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), and 3 (Formula 3)
1113	Hours/Credits Program Academic Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits in Program Academic Year is not blank	Hours/ credits in program academic year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms)
1114	Hours/Credits Program Academic Year	If Academic Calendar = 6 and (Hours/Credits in Program Academic Year < 24 or Hours/Credits in Program Academic Year > 100)	Hours/Credits in Program academic year field must be Greater than or Equal to 24 and Less than or Equal to 100

Edit No.	Field Name	Condition	Message
1120	Hours/Credits Paid this Year	If Hours/Credits Paid from Year > Hours/Credits in Program Academic Year	Hours/Credits Paid from Year cannot exceed Hours/Credits in Program Academic Year
1121	Hours/Credits Paid this Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits Paid this Year is Non-Blank	Hours/ credits paid from year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms)
1200	Award Amount for Entire School Year	If Payment Methodology = 1 and Enrollment Status = 1 or Enrollment Status = 2 or Enrollment Status = 3 or Enrollment Status = 4 or Enrollment Status = 5 and Award Amount for Entire School Year > Scheduled Federal Pell Grant	Award amount exceeds payment amount ceiling
1205	Award Amount for Entire School Year	If Payment Methodology = 2 or 3 and Enrollment Status = 1, 2, 3, 4, or 5 and Award Amount for Entire School Year > Total Payment Ceiling	Award Amount exceeds payment amount ceiling
1209	Award Amount for Entire School Year	If Payment Methodology = 4 and Award Amount for Entire School Year > Result of two formulas below (Scheduled Federal Pell Grant for EFC and COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling
1210	Award Amount for Entire School Year	If Payment Methodology = 5 and Academic Calendar = 6 and Award Amount for Entire School Year > Result of two formulas below(Annual Pell Grant award at half time or less than ½ time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling
1211	Award Amount for Entire School Year	If Payment Methodology = 5 and Enrollment Status = 2 or 5 and Academic Calendar = 1, 2, 3, or 4 and (Award Amount for Entire School Year) > (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year	Award Amount exceeds payment amount ceiling
1302	Verification Status Code	If Verification Status Code = W AND the Total Disbursed Amount is > 50% of the Scheduled Award AND DRI is set to "True" (checked)	"W" Verification Status: Student may only receive half of the Scheduled Award Amount on Disbursements with DRI set to "True" (checked)

Edit No.	Field Name	Condition	Message
1400	Enrollment Status	If Payment Methodology = 4 (Formula 4) and Enrollment Status is Non-Blank	Field must be blank for Payment Methodology 4 (Formula 4)
1450	Award Amount for Entire School Year	If award amount for entire school year < Total Disbursement amount	Total Disbursement Amount exceeds Award Amount for entire school year
1470	Reporting Entity ID	If the Reporting Entity ID associated with the Reporting Campus is blank	Reporting Entity ID (School Setup) cannot be blank
1475	Attending Entity ID	If the Attending Entity ID associated with the Reporting Campus is blank	Attending Entity ID (School Setup) cannot be blank
1500	Submitted Amount	If the Disbursement Date is not blank and the Submitted Amount is blank	Disbursement Date and Submitted Amount must both be non-blank
1510	Disbursement Date	If the Disbursement Date is blank and the Submitted Amount is not blank	Disbursement Date and Submitted Amount must both be non-blank
1520	Disbursement Date	If Funding Method Option from setup is Just in Time, Pushed Cash or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the disbursement date	Current date cannot be more than 7 days prior to the Disbursement date
1530	Disbursement Date	If Funding Method Option from setup is Advanced, the Disbursement Release Indicator is true, and current date is more than 30 days prior to the disbursement date	Current date cannot be more than 30 days prior to the Disbursement date
1535	Enrollment Status	If enrollment status is blank and Payment Methodology is 1, 2, 3, or 5 and Academic Calendar is not equal to 5 or 6	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5
1540	Disbursement Date	If Funding Method Option from setup is Cash Monitoring 2 or Reimbursement, the Disbursement Release Indicator is true, and current date is more than zero days prior to the disbursement date	Current date cannot be more than 0 days prior to the Disbursement date
1550	Date of Birth	If the student's Date of Birth is blank	Student's Date of Birth (Demo tab) cannot be blank
1560	Funding Method	If the Disbursement Release Indicator is true and the Funding Method associated with the Reporting Campus is blank	Reporting Campus Funding Method (School Setup) cannot be blank
1570	Sequence Number	If the Sequence Number being added is not the next available sequential sequence number for a particular Disbursement	Sequence Number must be the next available number
1585	Submitted Amount	Disbursement Submitted Amount is not populated or less than or equal to zero for Sequence 01 and Disbursement Release Indicator is True (checked)	Disbursement Amount is less than or equal to zero for Disbursement Sequence Number 01
1600	Disbursement Profile Code/Award Amount for Entire School Year	If a Disbursement Profile Code is being added to a record with a Award Amount for the Entire School Year that is not greater than $0 (or is blank)	Award Amount for Entire School Year must be greater than $0 to add a Disbursement Profile Code

Query

Rules for Queries

A query is a set of criteria that describes a particular student population. Queries are used in functions like **Print** and **Export** to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

When creating your own queries, consider these basic rules:

- Queries are processed from left to right, or beginning to end; however, AND is applied first, even if it appears after OR in the query statement.
- Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions, innermost parentheses are processed first. See the topic *Using Parentheses* in online Help for more information.
- Both segments of the query connected by AND must be true for a field value to be selected.
- Only one of the segments connected by OR must be true for a field value to be selected.

Creating a Query

To create a query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Click **Add**.

3. Type a descriptive title for the query.

4. Select a field from the **Field** drop-down list. You can type the first few letters of a field to find the field name that begins with those letters.

5. Click the down arrow in the **Operator** field to select an operator.

6. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   Tip: If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.

7. Click the **Append** button to add the query statement to the Criteria box.

8. (Optional) Click the **And** button or the **Or** button to add another statement to the query.

9. Repeat steps 4 through 7 until you've added all statements for the query, and then continue with step 9.

10. Click **Save** to save the query. Click **OK**.

11. Click **OK** to close the Query box or click **Add** to create another query.

Creating a Query from a Predefined Query

EDExpress comes with a set of predefined queries commonly used in Global, App Express, Packaging, Direct Loan, and Pell.

Wherever the Selection Criteria option is available in EDExpress, these queries can be used to identify groups of records. See "Using a Query" in this desk reference for more information.

Predefined queries can also be used as templates to create individual queries.

To create a query from a predefined query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Use the arrow buttons in the control box to locate the predefined query you want to use for a template.

3. Type a new title for the query.

   Note: A predefined query can only be modified and saved if it is renamed. If you forget to rename the predefined query, you will be prompted to enter a new title, as that one already exists. You can also modify an existing user defined query, but if you forget to rename it, you will not receive this prompt and will overwrite the existing query with the new criteria.

4. Modify the query. Click any line to select it and change the Field, Operator, or Value. Then, click the **Change** button.

   Lines can also be added or deleted from the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, and then click **Append.** Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

5. Click **Save** to save the query. Click **OK**.

6. Click **OK** to close the Query box or click **Add** to create another query.

Important Note

For more information, click **Help Topics, Index** from the EDExpress Main Menu and search for the topic *Query dialog box*.

Modifying a Query

To modify a query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Use the arrow buttons in the database buttons box to locate the query you want to modify.

3. Modify the query. Click any line to select it and change the Field, Operator, or Value. Then, click the **Change** button.

4. You can also add or delete lines in the query.

   - To add new lines, select the line that should appear after the new line.

   - Specify the Field, Operator, and Value for the new line, and then click **Append**.

   - Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

5. To delete a line, select the line and click **Remove**.

6. Click **Save** to save the query. Click **OK**.

7. Click **OK** to close the Query box.

Using Query for the First Time

When you open Query for the first time, you'll see that the predefined queries are stored as the first set of records in the Query database.

You'll know a query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query box.

You can view the query fields available in each module by selecting **Tools, Browse,** then selecting the appropriate module and clicking on **Query Fields** tab.

Important Notes

- Use the Query function to create queries that are most useful to your school and the way you process data.
- For more information, click **Help Topics, Index** and search for these topics:
  - Query Grid dialog box
  - Parameter Query Entry dialog box
  - View Query dialog box
  - Parameter Queries

Using a Query

You can use queries in any function that has a **Selection Criteria** button.

To use a query:

1. Click the **Selection Criteria** button.
2. Click the **ellipsis (…)** button next to the **Query Title** field to display a list of queries. The **Query Grid** box displays.
3. Click on the query you want to use to select it.
   - If the **Parameter Query** column is not checked, click **OK**. EDExpress returns you to the **Selection Criteria** box and enters the title of the query in the **Query Title** field. Skip to step 9.
   - If the **Parameter Query** column is checked, click **OK**. EDExpress returns you to the **Selection Criteria** box and enters the title of the query in the **Query Title** field. Click **OK** again and the **Parameter Query Entry** box displays.
4. Click in the **Field Value** column next to each Field Name and type a valid value. Click the **Value Help** button to see a list of valid values.
5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you've entered the correct values for each field.
6. Click **Close** to return to the **Parameter Query Entry** box.
7. Click **OK** to save your entries.
8. Click **Close** to return to the function screen. (Non-parameter query only) Finish choosing options in the **Selection Criteria** box, if applicable (for example, Selected Records).
9. Click **OK** to return to the **Selection Criteria** box. Next, click **OK**. A box displays the progress of the process.

Important Note

For more information, click **Help Topics, Index** and search for these topics:

- Query Grid dialog box
- Parameter Query Entry dialog box
- View Query dialog box
- Parameter Queries

Sample Queries

Here are three examples of queries that you can use in processing your students' financial aid data.

Sample 1

Dependent students from New Mexico whose parents' number in college is greater than 1 or whose adjusted gross income is less than $25,000.

((DEPENDENCY STATUS = "D") AND
(STATE OF LEGAL RESIDENCE = "NM")) AND
((PARENTS' # IN COLLEGE > "1") OR
(PARENTS' ADJUSTED GROSS INCOME < "25000"))

Sample 2

Graduate students under 2000 EFC with a verification status code of W or V.

(EFC < 2000) AND
(COLLEGE GRADE LEVEL > = "6") AND
((VERIFICATION STATUS = "W") OR
(VERIFICATION STATUS = "V"))

Sample 3

Independent students who are enrolled at least half time.

(ENROLLMENT STATUS = "1") OR
(ENROLLMENT STATUS = "2") OR
(ENROLLMENT STATUS = "3")) AND
(DEPENDENCY STATUS = "I")

Deleting a Query

To delete a query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Use the arrow buttons in the database buttons box to locate the query you want to delete. Note that you cannot delete predefined queries.

3. Click the **Delete** button in the Control box.

   EDExpress asks you to confirm that you want to delete the query.

4. Click **Yes** to delete the query.

5. Click **OK** to continue.

Important Note

For more information, click **Help Topics, Index** and search for the topic *Query dialog box*.

Getting Help

Types of Help

COD School Relations Center

For questions regarding Common Record processing, contact the COD School Relations Center at:

1-800/474-7268 for Pell Grant assistance

1-800/848-0978 for Direct Loan assistance

or e-mail the COD School Relations Center at:

CODSupport@afsa.com

CPS/WAN Technical Support

For questions regarding technical assistance and software functionality, call CPS/WAN Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

or e-mail CPS/WAN Technical Support at:

cpswan@ncs.com

Online Help

Instead of a paper user's guide, EDExpress has online Help. General help is available from the menu bar and field help is available by pressing the F1 key. See the *Using Help* topic in the online Help for more information.

Sources of Assistance for Schools

Sources of Assistance for Schools is a document that contains helpful contact information for all Federal Student Aid programs, including frequently called help lines, e-mail addresses, phone numbers, and Web site addresses. The document is available for downloading from the FSAdownload Web site located at **FSAdownload.ed.gov**.